



June 1, 2010

RALEIGH—Throughout the year the North Carolina State Archives (Department of Cultural Resources), Division of Emergency Management (Department of Crime Control and Public Safety), and the Office of Information Technology Services will continue to work on a cooperative project that will provide state and local records custodians with tools for the establishment and administration of a program to identify and administer a vital records program. Vital records play a key role in the resumption of critical government services after an emergency. The identification and protection of vital records is an essential portion of any complete continuity of operations plan for government offices.

The program is called the Intergovernmental Preparedness for Essential Records (IPER). The IPER project is run on a national level by the Council of State Archivists through a \$2.6 million dollar grant from the Federal Emergency Management Agency. All 50 states and US territories are participating in the grant. A major goal of the grant is to deliver to the state IPER teams web and computer based courses on records management, essential records and records related to emergency planning and response. The North Carolina IPER team is pleased to announce the availability of the first course from this program. The *Introduction to Records and Information Management* is a 90 minute, self directed presentation available online, free of charge at: www.statearchivists.org. It introduces key concepts of records management and the role of records in continuity planning. Later this year the NC IPER team will be delivering two other courses via an interactive, webinar format. The *Essential Records* and *Records Emergency Preparedness and Response* webinars will be available soon. Please see the website www.records.ncdcr.gov for current information on webinar availability.

North Carolina's emergency management, information technology, and archives and records management agencies continue to collaborate on ways to secure the protection of the state's essential records. Obviously concerns for personal safety always come first after a disaster. However, by working before a disaster to identify and protect vital records in any government office, we can ensure that our government offices are prepared to serve our citizens quickly after a disaster. For additional information about the IPER project in North Carolina, please feel free to contact the project leader Sarah Koonts at (919) 807-7339 or sarah.koonts@ncdcr.gov.

